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**Budget and Fiscal Office
Organization Structure and Statistical Data**

a. Allotment Control

- (1) Total number of FY 1964 cost centers maintained
- (2) Total number of FY 1963 cost centers maintained
- (3) Number of FY 1963 cost centers with total obligation of less than \$2,000

b. Advances

- (1) Number of advances during fiscal year 1963 summarized by categories:
 - (a) Employee travel
 - (b) Employee other
 - (c) Agent
 - (d) Project
 - (e) Other
- (2) Number of delinquent advances presently of record summarized by category as in (1) above.

c. Accountings and Claims

Number of accountings and claims processed during fiscal year 1963 by the following categories:

- (1) Travel vouchers
- (2) Operational expenses
- (3) Project
- (4) Requests for write-off or relief from liability
- (5) Claims for loss or damage

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Excluded from automatic
downgrading and
declassification

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- (6) T/A's
- (7) Audit Difference Statements
- (8) Other

d. Station Accountings

- (1) Current number of Class A stations
- (2) Current number of Class B stations reporting to Headquarters
25X1A
- (3) Current number of Class B stations reporting to [REDACTED]
installations

e. Projects - (List total number of projects administered during fiscal year 1963 and number of currently active projects.)

- (1) Number of projects by activity - FI, FF, FM, etc.
- (2) Number of projects by type - Subsidy, Proprietary, Other
- (3) Number of projects with administrative plans; with fiscal annexes, without either

f. General - (List fiscal year 1963 figures for items 1 through 14.)

- (1) Number of employees and agents briefed for field assignments
- (2) Number of audit reports processed
- (3) Number of reports made itemized by subject and name of consumer
- (4) Number of travel orders handled
- (5) Number of payroll cards maintained
- (6) Number of Time and Attendance reports handled
- (7) Overtime hours worked, paid and unpaid
- (8) Obligation documents
- (9) Ledger Entries

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- (10) Property Requisitions
- (11) Printing Requisitions
- (12) Book Requisitions
- (13) Correspondence initiated by RF Office during FY 1963
 - (a) Dispatches
 - (b) Cables
 - (c) Memoranda
- (14) Total Obligations FY 1963
 - (a) Vouchered
 - (b) Unvouchered
 - 1 Property
 - 2 Funds
- (15) Personnel Currently on Duty (OSA Total)
 - (a) Headquarters
 - (b) Overseas
 - (c) U.S. Field
- (16) Office Table of Organization (BAF/OSA)
 - (a) Official title of each position and name of incumbent
 - (b) Basic duties by position. Short, general statement only

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